



## CALIFORNIA EMERGENCY MANAGEMENT AGENCY

## CRIME AND GANGS BRANCH

3650 SCHRIEVER AVENUE  
MATHER, CALIFORNIA 95655

Phone: (916) 323-7736

FAX: (916) 323-1756

May 27, 2009

Jeff Rose  
Project Director  
Vertical Prosecution Block Grant  
910 G Street  
Sacramento, California 95814

Dear Mr. Rose:

I would like to take the opportunity to thank you for the site visit conducted on May 27, 2009, at the Sacramento District Attorney's, Vertical Prosecution Block Grant (VB) Program. Please find attached my report summarizing the results of the site visit.

In addition to the Performance Site Visit, California Emergency Management Agency (CalEMA) Staff was provided the opportunity to get better acquainted with Sacramento District Attorney's Office as well as, other VB personnel, which is always a pleasure.

I found your site to be in good order, and will continue to work with you and other members of the Sacramento District Attorney's Office to ensure the future success of the Vertical Prosecution, Elder Abuse, Statutory Rape, and Career Criminal grant programs.

Please do not hesitate to contact me at (916) 323-7736 if I can be of additional assistance to you in the future.

Sincerely,

A handwritten signature in dark ink, appearing to read "Leona LaRoche", written over a dark, rectangular background.

LEONA LAROCHELLE  
Criminal Justice Specialist  
Crime Suppression Section

Enclosure

Site Visit- Sacramento District Attorney's Office

bc: Stacy Manson-Vegna  
Kirby Everhart  
CalEMA Grant file  
VB08060340 file -Sacramento District Attorney's Office

**OFFICE OF EMERGENCY SERVICES**

**PERFORMANCE SITE VISIT**

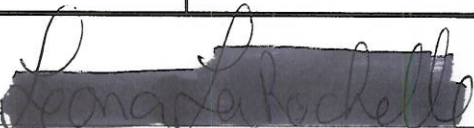
GRANT NUMBER	GRANT AWARD PERIOD	GRANT AWARD AMOUNT
VB 08060340	7/01/08 – 6/30/10	\$504,237

<b>PROGRAM NAME:</b>	Vertical Prosecution Block Grant
<b>PROJECT TITLE:</b>	Elder Abuse, Statutory Rape, Career Criminal

<b>(1) ADMINISTRATIVE AGENCY:</b>	County of Sacramento
<b>(2) IMPLEMENTING AGENCY:</b>	District Attorney's Office
<b>(3) PROJECT DIRECTOR:</b>	Jeff Rose
<b>Address:</b>	901 G Street, Sacramento, CA 95814
<b>Phone:</b>	(916) 874-6649
<b>DATE OF VISIT:</b>	Visit Conducted By: Leona LaRochelle

**PERSON(S) INTERVIEWED/CONTACTED DURING THE VISITATION**

Date	Name	Title	Telephone/E-Mail Address
5/27/09	Judy Shocklee	Administrative Analyst	(916) 874-6176
5/27/09	Jeff Rose	Chief Deputy District Attorney	(916) 874-6649
5/27/09	Susan Elliott	Chief Administrative Services	(916) 874-6176

  
Signature of CalEMA Representative Conducting Visit

6/10/09  
Date

\_\_\_\_\_  
Signature of Section Chief

\_\_\_\_\_  
Date

# PROGRAM VISITATION FORM

## I. PROGRAMMATIC REVIEW

### A. General

- |  | YES                                 | NO                       | N/A                      |
|--|-------------------------------------|--------------------------|--------------------------|
| 1. Does the project being visited fit within one of the Following categories? (check only one) [ ✓ ] | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | 2 <sup>nd</sup> Year;                               |
| <input type="checkbox"/>            | 3 <sup>rd</sup> Year;                               |
| <input checked="" type="checkbox"/> | Over four years; (Please specify) <u>TEN</u> years. |

### 2. Operational Documentation

Does the project have current versions of the:

- |                          |                                     |                          |                          |
|--------------------------|-------------------------------------|--------------------------|--------------------------|
| a. Recipient Handbook    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Grant Award Agreement | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### 3. Goals, Objectives, and Project Activities

*(Review the project's responses to the goals, objectives, and activities of the Grant Award Agreement)*

- |   |                                     |                          |                          |
|---|-------------------------------------|--------------------------|--------------------------|
| a. Has there been any <u>significant changes</u> in the way the project implements or sustains the objectives, and activities of this program?<br><i>VB08 State funds cut in 1/2; lost 2 Attorney's LSPA 08 &amp; 09 Funds helped the VB Programs to Continue. Amend/Mods submitted for 2008 and 2009</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Is the project making satisfactory progress toward achieving the goals and objectives. If not, please explain.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### 4. Progress Reporting

*(Review the progress report format, content, and submission requirements)*

- |  |                                     |                          |                          |
|--|-------------------------------------|--------------------------|--------------------------|
| a. Has the project submitted all required reports on time? If not, please explain  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Has the project kept accurate source documentation to support statistical data on the PR?<br><i>Prosecutors fill out numbers on PR's. IT Unit uses The DAMON central Database</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



# PROGRAM VISITATION FORM

## I. PROGRAMMATIC REVIEW (continued)

### A. General (continued)

	YES	NO	N/A
<b>5. Programmatic Source Documentation</b>			
<i>(Review documents maintained by project that represents data reported on PRs)</i>			
a. Has the project developed an information retrieval system that provides accurate data? <i>Use the DAMON system, Prosecutor keep track of Their components data</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Does the project use data summary sheets or other concrete documents that validate project Performance or direct support? <i>Use CalEMA Project Report forms and DAMON</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. Project Staff Duties &amp; Responsibilities</b>			
<i>(Assure that project staff have made other project staff available for interviews during the visitation)</i>			
a. Have all grant funded project staff positions been filled? If no, please explain.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are job descriptions "project specific" rather than a copy of the county, local agency job classification/position description? <i>Use county job descriptions</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Do project staff meet all special skill certifications required?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Are staff performing duties discussed in the Grant Award Agreement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Have project staff assumed duties for more than one CalEMA funded project? If yes explain.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f. Are there any programmatic problems that are unique to this project? If yes, please explain. <i>Not enough funds</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## PROGRAM VISITATION FORM

### II. ADMINISTRATIVE REVIEW

	YES	NO	N/A
<b>A. General</b>			
<b>1. Program Files</b>			
a. Is the project familiar with preparation requirements for the following frequently used OES forms:			
(1) CalEMA Form 223, Modifications	X		
(2) CalEMA Form 201, Report of Expenditures	X		
<b>2. Personnel Policies</b>			
a. Are written personnel policies in place & available to all employees? <i>All policies posted online by intranet</i>	X		
b. Do these policies discuss work hours, compensation rates, including overtime, and benefits; vacation, sick or other leave allowances, hiring and promotional policies? <i>Well defined and easy access</i>	X		
<b>B. Financial Requirements</b>			
<b>1. Functional Time Sheets</b>			
a. Does the project use the CalEMA Functional Time Sheet for all project positions employed less-than fulltime? <i>All VB employees are 100% time</i> <i>Use internal timesheet with code designations</i>		X	
b. Are functional time sheets completed correctly? <i>Use county timesheets</i>			X
<b>2. Duties of the Financial Officer</b>			
a. Has the project taken steps to assure that the duties of the financial officer are separate from that of the project director? (Separation of duties) <i>Project Director and financial officer in separate offices. Job classifications attached</i>	X		

## PROGRAM VISITATION FORM

### II. ADMINISTRATIVE REVIEW (continued)

#### B. Financial Requirements (continued)

	Yes	No	N/A
b. Do the financial officer and project director interact successfully on project expenditure decisions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### 3. Program Match Requirements (Check this block if N/A) ▶▶

☒

a. This project has the following match requirement:

Cash match	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In kind match	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Combination of the above, approved by CalEMA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

b. Has the project provided documentation that verifies the use of local funds to satisfy match requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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#### C. Financial Source Documentation

1. Does the project maintain updated budget pages on all approved grant award modifications?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the project maintain Confidential Funds? If so, are protective safeguards and policies in place?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. If project income is acquired, is it tracked and reported? If no, please explain	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Has the project submitted Reports of Expenditures on time?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are there other issues concerning project expenditures and reporting? If so, please explain.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

*2008/09 separation of funding sources(VPOO, LSPA)*

## PROGRAM VISITATION FORM

### II. ADMINISTRATIVE REVIEW (continued)

#### D. Equipment

	Yes	No	N/A
<b>1. Acquisition</b>			
a. Are equipment purchases authorized budget items?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Was equipment purchased in accordance with the Grant Award Agreement?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. Does the project maintain inventory control logs of equipment purchased with grant funds?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

#### E. State/Federal Administrative Requirements

##### 1. Mandated State and Federal Programs

*(Determine whether or not the following documents are posted at the site visited)*

a. A current Equal Employment Opportunity (EEO) Policy Statement? <i>Posted on hallway bulletin board</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. A current "Harassment or Discrimination in Employment is Prohibited by Law" poster? <i>Posted on hallway bulletin board</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. A current Drug-Free Workplace Policy statement? <i>Each employee receives this in employment packet as Well as, it is posted on employee intranet</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



(Provide a summary of observations, findings, and recommendations made during the visit)

Site visit was commenced at the Sacramento District Attorney's Office, on the 4<sup>th</sup> floor at Judy Shocklee. Financial Officer's office. Judy Shocklee, Administrative Analyst/Financial Officer and Susan Elliott, Chief Administrative Services and I met at 10:00am. Jeff Rose, Chief Deputy District Attorney, arrived a little bit later. Jeff talked about the Elder Abuse and Statutory Rape component. Stephen Grippi, Assistant Chief Deputy District Attorney, oversees the Career Criminal Component. Stephen was not available to meet today, due to scheduling. Jeff spoke passionately about his components of the Vertical Prosecution grant. His unit is able to fund two 100% Attorneys' to supervise each component of the grant.

Significant changes in Project Activities this year (FY 08/09) due to cuts in State General funds, was that two Attorneys were taken off the Statutory Rape component. LSPA 08 funds did help to continue the programs this year.

The project continues to keep accurate records by use of the DAMON Central Database. Each Prosecutor in specific VB component fills out the statistical information for the Progress Reports. Job duty statements are Sacramento County descriptions and each VB component has their unit specific job duties. Each VB Component has 100% Prosecutor assigned to it. The only programmatic problems unique to this project is that there is not enough staffing

I found the award in good order and in compliance to the Grant Award Agreement. This county has spent down all of their VPOO 08 and LSPA 08 funds they have only the balance of the LSPA 09 funds to yet spend.



"Buckmaster. Judy (DA)"  
<BuckmasterJ@sacda.org>  
06/15/2009 10:23 AM

To <Leona.LaRochelle@oes.ca.gov>  
cc  
bcc  
Subject Site Mtg staff

Hi Leona,

My supervisor's name is Susan Elliott. She is the DA's Chief of Departmental Administrative Services.

Have a great day!

judy

Judy Buckmaster (*Shocklee*)  
Administrative Analyst  
Sacramento County District Attorney's Office  
901 G Street, Sacramento, CA 95814  
Ph 916.874.6176 \* Fx 916.874.8743  
[buckmasterj@sacda.org](mailto:buckmasterj@sacda.org)

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Our Domain Name has Changed.. Please replace saccounty.net with  
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(use user@Sacda.org instead of user@saccounty.net )

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## Assistant Chief Deputy District Attorney

Class Code:  
27686

COUNTY OF SACRAMENTO  
Established Date: Jun 15, 1972  
Revision Date: Dec 18, 1980

### **SALARY RANGE**

\$64.26 - \$78.10 Hourly  
\$5,160.58 - \$6,272.04 Biweekly  
\$11,181.25 - \$13,589.42 Monthly  
\$134,175.00 - \$163,073.04 Annually

### **DEFINITION:**

Under general direction, plans organizes and directs the work of a division of the attorney staff of the District Attorney's Office; and does other related duties.

### **DISTINGUISHING CHARACTERISTICS:**

An Assistant Chief Deputy District Attorney has responsibility for the supervision and direction of a number of units or separate sections contained within a bureau or major division of the office. Each of those units or sections are directed by a Supervising Attorney whose area of responsibility does not extend beyond that single section. Each Supervisor within a Bureau reports directly to an Assistant Chief.

Supervisors do not participate in office-wide policy decisions, personnel reassignments and disciplinary actions to the same magnitude as Assistant Chiefs, Supervisors are considered as first-line supervisors as opposed to Assistant Chiefs who operate in a management and administrative capacity.

### **EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES:**

Note: The following duties are typical of those performed by most employees in this class, however, employees may perform other related duties. Not all duties listed are necessarily performed by each individual in the class.

#### **DUTIES:**

1. Plans, organizes and directs the work of a staff of attorneys assigned to a major division in the District Attorney's Office.
2. Develops and implements new and revised systems and procedures relating to internal operations and coordination with the courts.
3. Assists the District Attorney and Chief Deputy District Attorney in the formulation and establishment of new and revised policies.
4. Supervises the attorney training program within a division.
5. Coordinates and develops classroom material for the Police Academy.
6. Supervises assignments and develops training material and programs for the Student Legal Intern Training Program.
7. Supervises and coordinates extradition matters with the Governor's Office and outside jurisdictions
8. Personally handles sensitive and confidential cases on assignment from the District Attorney or Chief Deputy District Attorney.



9. Represents the District Attorney at meetings and conferences within and outside of the County.

10. Assists with budget preparation and the annual report.

11. Acts for the District Attorney and/or Chief Deputy District Attorney in their absence.

**KNOWLEDGE OF:**

- Criminal law and its application
- The functions of the courts
- Principles of administration, supervision and training

**ABILITY TO:**

- Plan, organize and direct the work of a large staff
- Develop and implement effective systems, policies and procedures
- Analyze and evaluate situations and people and take effective action
- Analyze and utilize statistical data
- Establish and maintain cooperative working relationships with others, particularly the courts and law enforcement agencies
- Prepare reports and correspondence

**MINIMUM QUALIFICATIONS:**

Four years of experience as an attorney in the Sacramento County District Attorney's Office, at least two of which shall have been as an Attorney Criminal, Level IV, or higher.

**PROBATIONARY PERIOD AND CLASS HISTORY INFORMATION:**

Six (6) months

Adopted: 6/15/72

Revised: 12/18/80

Retitle:

Class Code: 27686

Schematic Code: 60911-0

EEO Code: 01

Rep Unit: 050





COUNTY OF SACRAMENTO

## **Associate Administrative Analyst Level I/II**

Class Code:  
27532

### **SALARY RANGE**

\$25.34 - \$36.96 Hourly  
\$2,035.00 - \$2,968.15 Biweekly  
\$4,409.17 - \$6,431.00 Monthly  
\$52,910.04 - \$77,172.00 Annually

### **DEFINITION:**

Performs a wide variety of duties involving development, review, coordination and monitoring of the County budget and other fiscal matters; analytical studies of organizations, systems and procedures of County departments; and development, analysis and coordination of special major projects and programs with other governmental and private entities.

### **DISTINGUISHING CHARACTERISTICS:**

This series is designed to perform analytical, budgetary and fiscal duties within the context of County government as a whole and, as such, this series functions in a staff capacity to the County Executive and other County management and officials. Specific duties of individual positions may vary, depending on assignment, but the major component of all positions is analytical, budgetary and fiscal duties, and all have extensive involvement with County departments, other governmental bodies and private entities.

This series is distinguished from other administrative classes and series by the emphasis on Countywide responsibilities and the concentration on fiscal and budgetary analysis and control at the management level. Other administrative series and classes are designed to perform specialized duties for a specific function; or are designed to perform the broad range of administrative support services duties, including budget, for an operating department, division, or unit; or are designed to perform management-level administrative functions in an operating department.

Positions allocated to these classes do not perform general administrative support services duties, such as those of the Administrative Services Officer series; where a position involves components of both series it is allocated to the Administrative Services Officer series.

Positions allocated to these classes are located in the County Executive's Office, although some positions may be located in other departments as described below.

Allocation to this series and to specific classes in this series is based on an overall evaluation of the assigned duties of the individual position in comparison with the Examples of Duties, the Distinguishing Characteristics and the allocation factors.

PRINCIPAL ADMINISTRATIVE ANALYST is the top management level in this series. Positions are located only in the County Executive's Office, and the number of positions allocated to this class is limited. Incumbents report to the County Executive or the Administration and Finance Agency Administrator. Incumbents are subject to general policy-level direction, and perform duties with a high degree of initiative and independence in representing the office to County departments, and other governmental and private entities within and outside of assigned areas of responsibility.

Typical assignment is either as the manager of an analyst team; or as manager of a special major project; or both. These typical assignments are described as follows:

As a team manager: Provides management direction, through subordinate supervising